

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2024 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2024 Continuum of Care (CoC) Program Competition. For more information see FY 2024 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2024 CoC Program NOFO and the FY 2024 General Section NOFO.
- Detailed instructions and e-snaps navigation guides can be found on the hud.gov website https://www.hud.gov/program_offices/comm_planning/coc/competition. The Detailed Instructions contain more comprehensive instructions and so should be used in tandem with the navigational guides.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus, DV Bonus or DV Reallocation. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method. Please review the NOFO for eligibility standards.
- YHDP projects that are eligible for renewal under the CoC program may only use the YHDP Renewal or YHDP Replacement and Reallocation funding opportunities. Please review the NOFO for eligibility standards.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to 24 CFR part 578 and application requirements set forth in FY 2024 CoC Program Competition NOFO.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: New Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/25/2024

4. Applicant Identifier:

a. Federal Entity Identifier:

5. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

- a. **Legal Name:** Capital City Youth Services, Inc.
- b. **Employer/Taxpayer Identification Number (EIN/TIN):** 59-3184365
- c. **Unique Entity Identifier:** HD6AMQXK9BU3

d. Address

Street 1: 2407 Roberts Avenue
Street 2:
City: Tallahassee
County: Leon
State: Florida
Country: United States
Zip / Postal Code: 32310

e. Organizational Unit (optional)

Department Name:
Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mr.
First Name: Justin
Middle Name:
Last Name: Barfield
Suffix:
Title: Development Director
Organizational Affiliation: Capital City Youth Services, Inc.
Telephone Number: (850) 251-0174
Extension:

Fax Number: (850) 576-2580

Email: justin.barfield@ccys.org

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program
CFDA Number: 14.267

12. Funding Opportunity Number: FR-6800-N-25
Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:
Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): Florida
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: CCYS Joint TH/RRH

16. Congressional District(s):

16a. Applicant: FL-002

16b. Project: FL-002
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 10/01/2025

b. End Date: 09/30/2027

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? a. Yes

If "YES", enter the date this application was made available to the State for review: 10/11/2024

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Mrs.

First Name: Gwynn

Middle Name: C

Last Name: Virostek

Suffix:

Title: CEO/President

Telephone Number: (850) 576-6000
(Format: 123-456-7890)

Fax Number: (850) 576-2580
(Format: 123-456-7890)

Email: gwynn.virostek@ccys.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/25/2024

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Number: 2501-0017 Expiration Date: 01/31/2026

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Capital City Youth Services, Inc.

Prefix: Mrs.

First Name: Gwynn

Middle Name: C

Last Name: Virostek

Suffix:

Title: CEO/President

Organizational Affiliation: Capital City Youth Services, Inc.

Telephone Number: (850) 576-6000

Extension: 311

Email: gwynn.virostek@ccys.org

City: Tallahassee

County: Leon

State: Florida

Country: United States

Zip/Postal Code: 32310

2. Employer ID Number (EIN): 59-3184365

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$397,680.00

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, City and State) of the project or activity.

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
 (For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
HUD	Grant	\$400,000.00	Joint TH/RRH Programming

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Part III Interested Parties

Do you need to disclose interested parties for this grant according to the criteria below? No

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate. Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

X

Name / Title of Authorized Official: Gwynn Virostek, CEO/President

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/25/2024

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Capital City Youth Services, Inc.
Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
<p>a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.</p>	<p>e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p>
<p>b. Establishing an on-going drug-free awareness program to inform employees — (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.</p>	<p>f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted — (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p>
<p>c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;</p>	<p>g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.</p>
<p>d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will — (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</p>	

2. Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)
 Workplaces, including addresses, entered in the attached project application.
 Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

X

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

Prefix: Mrs.

First Name: Gwynn

Middle Name: C

Last Name: Virostek

Suffix:

Title: CEO/President

Telephone Number: (850) 576-6000
(Format: 123-456-7890)

Fax Number: (850) 576-2580
(Format: 123-456-7890)

Email: gwynn.virostek@ccys.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/25/2024

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Capital City Youth Services, Inc.

Name / Title of Authorized Official: Gwynn Virostek, CEO/President

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/25/2024

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 Approved by OMB: 4040-0013 (exp. 02/28/2025)

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Capital City Youth Services, Inc.

Street 1: 2407 Roberts Avenue

Street 2:

City: Tallahassee

County: Leon

State: Florida

Country: United States

Zip / Postal Code: 32310

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

Authorized Representative

Prefix: Mrs.

First Name: Gwynn

Middle Name: C

Last Name: Virostek

Suffix:

Title: CEO/President

Telephone Number: (850) 576-6000
(Format: 123-456-7890)

Fax Number: (850) 576-2580
(Format: 123-456-7890)

Email: gwynn.virostek@ccys.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/25/2024

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2025

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. |
| 8. | Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327~333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93~205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

As the duly authorized representative of the applicant, I certify:

Authorized Representative for: Capital City Youth Services, Inc.

Prefix: Mrs.

First Name: Gwynn

Middle Name: C

Last Name: Virostek

Suffix:

Title: CEO/President

Signature of Authorized Certifying Official: Considered signed upon submission in e-snaps.

Date Signed: 09/25/2024

1L. SF-424D

Are you requesting CoC Program funds for No
construction costs in this application?

No SF-424D is required. Select "Save and Next" to move to the next screen.

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards: \$0

Organization	Type	Sub-Award Amount
This list contains no items		

2B. Experience of Applicant, Subrecipient(s), and Other Partners

1. Describe your organization’s (and subrecipient(s) if applicable) experience in effectively utilizing Federal funds and performing the activities proposed in the application.

Our organization has over three decades of experience effectively managing federal funds in partnership with agencies such as the U.S. Department of Health and Human Services (HHS), the Department of Housing and Urban Development (HUD), and the Office for Victims of Crime (OVC). We consistently deliver impactful outcomes for homeless youth through housing and support programs, demonstrating our commitment to using federal resources efficiently and effectively.

Our Board of Directors and Executive Leadership team, composed of professionals from diverse fields, provides critical oversight to ensure fiscal responsibility and programmatic success.

As a founding member of the Big Bend Continuum of Care (BBCoC), we have successfully utilized BBCoC funding for coordinated entry (CE) and rapid rehousing (RRH) since 2018. Additionally, we have served as a sub-grantee for the HUD-funded Emergency Solutions Grant (ESG) and Challenge Grant, which have allowed us to provide continued housing support to youth transitioning to stable, long-term housing.

All of our programs are nationally accredited by the Council on Accreditation (COA). Over 80% of youth completing our programs report successful placements during follow-up evaluations six months post-completion. We integrate services across our Street Outreach Program, Basic Center Program, and Transitional Living Program to ensure a seamless continuum of care. Our family counseling services and Safe Place program further strengthen our ability to meet the needs of runaway and homeless youth (RHSY).

CCYS is known for providing high-quality services, consistently meeting all contracted outcome standards, and receiving superior rankings in Quality Assurance reviews by the Florida Department of Juvenile Justice (DJJ). Federal BCP Monitoring reviewers have commended our agency for its progressive approach and rock-solid reputation in the community.

Our youth homelessness programming has consistently exceeded its goals, successfully transitioning youth off the streets, providing counseling, and maintaining follow-up services. As a member of the BBCoC and a trained outreach team for coordinated entry, we offer a unified point of access for referrals and services. This ensures seamless communication and unimpeded access across programs, leading to improved outcomes and a higher quality of care for the youth we serve.

2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.

CCYS has consistently demonstrated innovation and success in leveraging federal, state, local, and private sector funds to enhance services for youth in our community. Our strategic partnerships with local social service providers have allowed us to position our drop-in center as a central hub, serving as a critical resource for both individuals and community organizations daily. This collaborative model strengthens service delivery and maximizes resource sharing.

We have coordinated closely with the Big Bend Continuum of Care (BBCoC) on multiple referral and Coordinated Entry (CE) projects, streamlining our service delivery system. This collaboration ensures that youth have access to comprehensive care, addressing their needs through rapid rehousing (RRH), permanent supportive housing (PSH), and other critical services.

To address unanticipated crises, we have successfully engaged community members through volunteer efforts and giving circles. This community-driven approach allows us to provide immediate and effective responses, maintaining continuity of service during critical moments.

Our ability to secure and utilize a diverse range of funding sources has been key to sustaining and expanding our services. This includes federal funds through the BBCoC, which are supplemented by state and local grants. In addition, we have built strong partnerships in healthcare, including collaborations with Lincoln Medical Center, Big Bend Cares, and the Department of Health (DOH), which have enabled us to offer more comprehensive support to the youth we serve.

Private sector funding also plays a significant role in supporting our work. Donations from individuals, corporations, and foundations provide both operational and programmatic growth, ensuring the long-term sustainability of our services. These combined efforts allow us to maintain a robust service portfolio and adapt to the evolving needs of our community.

3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.

CCYS maintains a strong financial management structure that ensures compliance and accountability. Governed by an Executive Leadership team and a volunteer Board of Directors, CCYS adheres to Generally Accepted Accounting Principles (GAAP) and implements strict internal controls, including dual-signature checks, fixed asset inventory, and timely recording of financial transactions.

Financial oversight is reinforced by annual independent audits conducted by a CPA firm, with an internal Audit Committee providing additional oversight. The Finance Committee reviews monthly financial reports and provides regular updates to the Board of Directors to ensure fiscal health and transparency.

The Performance and Quality Improvement (PQI) Committee, which includes senior leadership, oversees policy development and implementation, ensuring compliance and continuous improvement across all programs.

As a recipient of federal funds, CCYS complies with all reporting requirements and maintains regular communication with the Federal Project Officer to ensure proper oversight and timely adjustments. This structure supports effective management and accountability of transitional housing and RRH programs, ensuring funds are used efficiently and in compliance with federal guidelines.

**4. Are there any unresolved HUD monitoring or
OIG audit findings for any HUD grants (including
ESG) under your organization?** No

3A. Project Detail

- 1. CoC Number and Name: FL-506 - Tallahassee/Leon County CoC
- 2. CoC Collaborative Applicant Name: Apalachee Regional Planning Council

- 3. Project Name: CCYS Joint TH/RRH

- 4. Project Status: Standard

- 5. Component Type: Joint TH & PH-RRH

- 6. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? No

- 7. Is this new project application requesting to transition from eligible renewal project(s) that was awarded to the same recipient and fully eliminated through reallocation in this CoC Program Competition? (Attachment Requirement) No

- 8. Will funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))? No

- 9. Will this project include replacement reserves in the Operating budget? No

- 10. Is this project applying for Rural costs on screen 6A? No

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

The proposed CCYS Transitional Housing-Rapid Rehousing (TH-RRH) Project directly addresses the needs of youth ages 16-24, including pregnant and parenting youth, who are experiencing homelessness or who are at imminent risk of homelessness. By offering both transitional housing and rapid rehousing options, our project ensures that vulnerable youth and their dependents can access critical housing and support services, helping them transition to long-term stability.

Target Population and Key Objectives:

The project specifically targets youth ages 16-24 and young families, providing housing solutions for both individuals and their dependents. Key programming includes life skills training, transitional support to better prepare youth for housing stability, parenting education, child development resources, and healthcare referrals for both the parent and child. This ensures that young families receive the support needed to thrive while preventing unsheltered homelessness.

Housing-First Approach and Permanent Housing Solutions:

CCYS utilizes a housing-first approach, leveraging its existing bridge housing program to swiftly identify and house homeless youth. This model ensures that youth can immediately transition from homelessness to permanent housing. The project offers a tiered service model, allowing youth to access different levels of support based on individual needs. These include bridge housing, transitional housing (TH), and rapid rehousing (RRH). Transitional housing offers up to 18 months of support (or 21 months in special cases), while RRH provides rental assistance for up to 12 months, enabling youth to build income and develop the skills necessary for sustaining housing post-program.

Supportive Services and Skill Building:

In addition to housing, the project delivers comprehensive support services that are essential for fostering long-term housing stability. Youth will have access to case management, financial planning, and employment training, as well as healthcare referrals. The parenting education and child development resources will support young parents in managing family life while they work towards stability. The program also includes a Housing Navigator who works with participants through the entire process, ensuring that they receive the appropriate level of support based on their individual situations.

Expansion of Transitional Housing Units:

The project will expand the Continuum of Care's (CoC) available transitional housing by adding four new units, specifically designated for youth, including pregnant and parenting individuals. This expansion advances the local priority of increasing housing options for homeless youth and young families while providing the necessary support for them to transition into permanent, independent housing.

This comprehensive approach, combining housing-first strategies with a range of supportive services, fills a gap in current BCoC funded programming, ensuring homeless youth and young families receive the critical interventions needed to prevent a return to homelessness and achieve long-term housing stability.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	B	C	D
Begin hiring staff or expending funds	30			
Begin program participant enrollment	30			
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	45			
Leased or rental assistance units or structure, and supportive services near 100% capacity	90			
Closing on purchase of land, structure(s), or execution of structure lease				
Start rehabilitation				
Complete rehabilitation				
Start new construction				
Complete new construction				

3. Check the appropriate box(s) if this project will have a specific subpopulation focus.

(Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Survivors	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Use Disorders	<input type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements? Yes

5. Housing First

5a. Will the project quickly move participants into permanent housing? Yes

5b. Will the project enroll program participants who have the following barriers?
 Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance use	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

5c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

5d. Will the project follow a "Housing First" approach? Yes
 (Click 'Save' to update)

6 Will program participants be required to live in a specific structure, unit, or locality at any time while in the program? No

7. Will more than 16 persons live in a single structure? No

3C. Project Expansion Information

1. Is this a "Project Expansion" of an eligible renewal project? No

4A. Supportive Services for Participants

1. Describe how program participants will be assisted to obtain and remain in permanent housing.

Note: If applying for DV Bonus or DV Reallocation, you must describe how the project will include trauma-informed, victim-centered approaches in their strategies to assist participants to obtain or remain in permanent housing.

Program participants in the CCYS TH-RRH Project will receive comprehensive, individualized support to help them obtain and remain in permanent housing. Our approach is designed to address both immediate housing needs and long-term stability through the following key strategies:

Housing Navigator Support:

Each participant will be assigned a Housing Navigator who will guide them through the entire process of securing and maintaining permanent housing. The Housing Navigator will assist with identifying appropriate housing options, conducting intake assessments, ensuring eligibility for services, and coordinating rental assistance. They will also help participants navigate lease agreements, work with landlords, and ensure compliance with housing standards.

Rapid Rehousing Assistance:

For youth who qualify for rapid rehousing, the project will provide short-term rental assistance and support with securing permanent housing. The Housing Navigator will work closely with participants to identify suitable rental units and negotiate lease terms with landlords. Financial support will cover deposits and rental assistance for up to 12 months, giving participants time to stabilize their finances and build housing skills.

Comprehensive Case Management:

Participants will receive ongoing case management services tailored to their individual needs. Case managers will help them develop personal plans that focus on securing and sustaining permanent housing, as well as building life skills. These services include budgeting, financial literacy training, and assistance with job searches, all aimed at increasing income and financial independence. Case managers will also monitor participants' progress, providing intervention when needed to prevent potential issues that could lead to housing instability.

Life Skills and Employment Training:

The project will offer life skills training to ensure that participants are equipped with the practical knowledge needed to maintain a household. Topics include budgeting, paying bills, maintaining a home, and building positive landlord-tenant relationships. Additionally, employment training and job placement assistance will help participants secure stable income, which is crucial for maintaining housing.

Healthcare and Supportive Services Referrals:

To address barriers that may threaten housing stability, participants will have access to healthcare, mental health services, substance use treatment, and parenting support. The Housing Navigator and case managers will connect participants to these services, ensuring they receive comprehensive care to support their well-being and ability to remain housed.

Follow-Up and Post-Program Support:

After participants transition into permanent housing, they will receive continued follow-up and post-program support to ensure they remain stable. This includes check-ins from case managers and additional referrals to community resources as needed. For youth who face challenges during the transition, CCYS will intervene to provide necessary resources or support to prevent a return to homelessness.

2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

The CCYS TH-RRH Project ensures participants have seamless access to mainstream health, social services, and employment programs through a coordinated approach. CCYS maintains Memoranda of Understanding (MOUs) with key local partners, including Big Bend Area Health Education Center, Big Bend Cares, Healthy Start, Apalachee Center, DISC Village, and Lincoln Medical Center. Our collaboration with the Lincoln Center Health Clinic ensures participants receive monthly on-site check-ups, prenatal care, and medical services for infants and children, reducing transportation barriers. Additionally, staff assist youth in enrolling in Medicaid or other low-cost healthcare programs, and for those ineligible, referrals are facilitated to local providers such as the Health Department.

Specialized care, including developmental screenings and well-baby check-ups, is coordinated through Florida State University (FSU). All healthcare services are documented in each youth's Child Client Record, ensuring a comprehensive health record. Most young mothers are enrolled in the WIC program for nutritional support, while CCYS also provides life skills coaching and nutrition education to promote healthy development for both parents and children.

Dental and vision services are available through partnerships with Molar Express and local clinics. These services, along with all other healthcare needs, are integrated into each youth's Individual Care Plan (ICP), developed in consultation with healthcare providers to ensure coordinated care. When additional services are required, CCYS offers transportation assistance and referrals, ensuring that participants receive comprehensive health and wellness support.

Beyond healthcare, CCYS coordinates with local social service agencies to ensure participants have access to essential benefits such as food assistance (SNAP), Temporary Assistance for Needy Families (TANF), and childcare support. Case managers work closely with participants to apply for and maintain eligibility for these programs. Employment support is provided through partnerships with local employment agencies and workforce development programs like CareerSource Florida, offering job training, resume building, and job placement services. Participants are also assisted in enrolling in GED or vocational training programs through local schools and community colleges, with access to financial aid and scholarships as needed.

CCYS's involvement with the Big Bend Continuum of Care (BBCoC) ensures that participants can access the full range of housing services available through coordinated entry, including emergency shelters, transitional housing, and permanent supportive housing. Legal services are also available through local legal aid organizations, helping participants resolve housing-related issues such as evictions or tenant rights, further supporting their ability to secure and maintain permanent housing.

**3. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.
 Click 'Save' to update.**

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Daily
Assistance with Moving Costs	Applicant	Daily
Case Management	Applicant	Daily
Child Care	Partner	Weekly
Education Services	Partner	Weekly
Employment Assistance and Job Training	Partner	Weekly
Food	Applicant	Daily
Housing Search and Counseling Services	Applicant	Daily
Legal Services	Partner	Bi-weekly
Life Skills Training	Applicant	Daily
Mental Health Services	Applicant	Daily
Outpatient Health Services	Partner	Weekly
Outreach Services	Applicant	Daily
Substance Abuse Treatment Services	Partner	Weekly
Transportation	Applicant	Daily
Utility Deposits	Applicant	Daily

Identify whether the project will include the following activities:

4. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Yes

5. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed? Yes

6. Will program participants have access to SSI/SSDI technical assistance provided by the project applicant, subrecipient, or partner agency? Yes

6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months. No

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

List all CoC-funded and Non CoC-funded units and beds for this project

	TH	RRH		Total
Total Units:	3	5		8
Total Beds:	4	9		13
Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
---	Scattered-site ap...	3	4	
---	Scattered-site ap...	5	9	

4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and must list all CoC funded and Non CoC-funded units and beds being provided under this project.

1. Is this housing type and location for the TH portion or the RRH portion of the project? TH

1a. Does this TH portion of the project have private rooms per household? Yes

2. Housing Type: Scattered-site apartments (including efficiencies)

3. What is the funding source for these units and beds? Mixed Funding
(If multiple sources, select "Mixed" from the dropdown menu)

Please enter "Other" or "Mixed Funding" source: HHS and BBCoC/HUD

4. Indicate the maximum number of units and beds available for program participants at the selected housing site.

a. Units: 3

b. Beds: 4

5. Address

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving survivors, including victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking, may use a PO Box, organizational address, or other anonymous address as necessary to ensure the safety of participants.

Street 1: 1694 Baldwin Park Dr

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32304

6. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)

129073 Leon County

4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and must list all CoC funded and Non CoC-funded units and beds being provided under this project.

1. Is this housing type and location for the TH RRH portion or the RRH portion of the project?

2. Housing Type: Scattered-site apartments (including efficiencies)

3. What is the funding source for these units and beds? CoC
(If multiple sources, select "Mixed" from the dropdown menu)

4. Indicate the maximum number of units and beds available for program participants at the selected housing site.

a. Units: 5

b. Beds: 9

5. Address

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving survivors, including victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking, may use a PO Box, organizational address, or other anonymous address as necessary to ensure the safety of participants.

Street 1: 2407 Roberts Ave

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32310

**6. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.
(for multiple selections hold CTRL key)**

129073 Leon County

5A. Project Participants - Households

Note: These fields should reflect full capacity on one night. For additional guidance, please refer to the Detailed Instructions.

Households Table

	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Number of Households	10	30	0	40
Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	0	0		0
Persons ages 18-24	10	30		40
Accompanied Children under age 18	10		0	10
Unaccompanied Children under age 18			0	0
Total Persons	20	30	0	50

Click Save to automatically calculate totals

5B. Project Participants - Subpopulations

Note: These fields should reflect full capacity on one night. For additional guidance, please refer to the Detailed Instructions.

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Substance Use Disorders	HIV/AIDS	Mental Illness	Survivors	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24	10						10			
Children under age 18	10									
Total Persons	20	0	0	0	0	0	10	0	0	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Substance Use Disorders	HIV/AIDS	Mental Illness	Survivors	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24	30									
Total Persons	30	0	0	0	0	0	0	0	0	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Substance Use Disorders	HIV/AIDS	Mental Illness	Survivors	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

Data on this screen should be based on Maximum Occupancy at a single point in time. It should not be based on the estimated amount of participants that will be served throughout the grant term.

6A. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 15, 2026? Yes

2. What type of CoC funding is this project applying for in this CoC Program Competition? CoC Bonus

3. Does this project propose to allocate funds according to an indirect cost rate? No

4. Select a grant term: 2 Years

* 5. Select the costs for which funding is requested:

Leased Units	<input checked="" type="checkbox"/>
Leased Structures	<input type="checkbox"/>
Rental Assistance	<input checked="" type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
Operating	<input checked="" type="checkbox"/>
HMIS	<input checked="" type="checkbox"/>
VAWA	<input checked="" type="checkbox"/>
Rural	<input type="checkbox"/>

The VAWA BLI is permanently checked. This allows any project to shift funds up to a 10% shift from another BLI if VAWA emergency transfer costs are needed.

6C. Leased Units

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested:	\$37,200
Grant Term:	2 Years
Total Request for Grant Term:	\$74,400
Total Units:	3

The number of beds for which funding has been requested in the Leased Units budget is 4.

FMR Area	Total Units Requested	Total Annual Assistance Requested	Total Budget Requested
FL - Tallahassee,...	3	\$37,200	\$74,400

Leased Units Budget Detail

Instructions:

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2023 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rent for each unit in the FMR Area column in the chart below. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2023 FMRs based on the FMR area selected by the applicant. They serve as a reference and upper limit for the amounts entered in the HUD Paid Rents column.

HUD Paid Rents: This is a required field. For each unit size, enter the rent to be paid by the CoC program grant. This rent can be equal to or below the FMR amount in the previous column. Once funds are awarded recipients must document compliance with the rent reasonable requirement in 24 CFR 578.49.

12 Months: These fields are populated with the value 12 to calculate the annual rent request. The total request for this budget will calculate based on the grant term selected on Screen "6A. Funding Request."

Total Request: This column populates with the total calculated amount from each row.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field is populated with the grant term selected on the "Funding Request" screen and will be read only.

Total Request for Grant Term: This field is calculated based on the total annual assistance requested multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

Metropolitan or non-metropolitan fair market rent area: FL - Tallahassee, FL HUD Metro FMR Area (1203999999)

Leased Units Annual Budget

Size of Units	Number of units (Applicant)		FMR (Applicant)	HUD Paid Rent (Applicant)		12 months		Total request (Applicant)
SRO		x	\$677		x	12	=	\$0
0 Bedroom		x	\$902		x	12	=	\$0
1 Bedroom	2	x	\$1,016	\$1,000	x	12	=	\$24,000
2 Bedroom	1	x	\$1,176	\$1,100	x	12	=	\$13,200
3 Bedroom		x	\$1,519		x	12	=	\$0
4 Bedroom		x	\$1,671		x	12	=	\$0
5 Bedroom		x	\$1,922		x	12	=	\$0
6 Bedroom		x	\$2,172		x	12	=	\$0
7 Bedroom		x	\$2,423		x	12	=	\$0
8 Bedroom		x	\$2,674		x	12	=	\$0
9 Bedroom		x	\$2,924		x	12	=	\$0
Total units and annual assistance requested:	3							\$37,200
Grant term:								2 Years
Total request for grant term:								\$74,400

Click the 'Save' button to automatically calculate totals.

6E. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Request:	\$68,640
Grant Term:	2 Years
Total Request for Grant Term:	\$137,280
Total Units:	5

The number of beds for which funding has been requested in the Rental Assistance budget is 9.

Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
TRA	FL - Tallahassee, FL HUD Metro FMR Ar...	5	\$137,280

Rental Assistance Budget Detail

Instructions:

Type of Rental Assistance: Select the applicable type of rental assistance from the dropdown menu. Options include tenant-based (TRA), sponsor-based (SRA), and project-based assistance (PRA). Each type has unique requirements and applicants should refer to the 24 CFR 578.51 before making a selection.

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2023 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the chart below.

Size of Units: These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2023 FMR amounts based on the FMR area selected by the applicant. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

12 Months: These fields are populated with the value 12 to calculate the annual rent request.

Total Request: This column populates with the total calculated amount from each row based on the number of units multiplied by the corresponding FMR and by 12 months.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total annual assistance requested multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

Type of Rental Assistance: TRA

The RRH component of a Joint TH-RRH project can only use TRA. The TH component of a Joint TH-RRH project part of the component can only use PRA and SRA or the Leased Units budget.

Metropolitan or non-metropolitan fair market rent area: FL - Tallahassee, FL HUD Metro FMR Area (1203999999)

Size of Units	# of Units (Applicant)		FMR Area (Applicant)		12 Months		Total Request (Applicant)
SRO		x	\$677	x	12	=	\$0
0 Bedroom		x	\$902	x	12	=	\$0
1 Bedroom	1	x	\$1,016	x	12	=	\$12,192
2 Bedrooms	4	x	\$1,176	x	12	=	\$56,448
3 Bedrooms		x	\$1,519	x	12	=	\$0
4 Bedrooms		x	\$1,671	x	12	=	\$0
5 Bedrooms		x	\$1,922	x	12	=	\$0
6 Bedrooms		x	\$2,172	x	12	=	\$0
7 Bedrooms		x	\$2,423	x	12	=	\$0
8 Bedrooms		x	\$2,674	x	12	=	\$0
9 Bedrooms		x	\$2,924	x	12	=	\$0
Total Units and Annual Assistance Requested	5						\$68,640
Grant Term							2 Years
Total Request for Grant Term							\$137,280

Click the 'Save' button to automatically calculate totals.

6F. Supportive Services Budget

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management	1.5 FTE = Housing Navigator: \$63,000; Project Supervisor (Partial): \$22,000	\$85,000
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		\$85,000
Grant Term		2 Years
Total Request for Grant Term		\$170,000

Click the 'Save' button to automatically calculate totals.

6G. Operating

Instructions:

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

Eligible Costs: The system populates a list of eligible operating costs for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.55.

Quantity AND Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. .75 FTE hours and benefits for staff, utility types, monthly allowance for supplies) for each operating cost for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and restricts understanding of what is being requested. Failure to enter adequate "Quantity AND Detail" may result in conditions being placed on the award and a delay of grant funding.

Annual Assistance Requested: This is a required field. For each grant year, enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to operating the housing or supportive services facility.

Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

Grant Term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair		\$0
2. Property Taxes and Insurance		\$0
3. Replacement Reserve		\$0
4. Building Security		\$0
5. Electricity, Gas, and Water	Avg Monthly Utility Bill is \$200 X 3 Apts X 12 months	\$7,200
6. Furniture		\$0
7. Equipment (lease, buy)		\$0
Total Annual Assistance Requested		\$7,200
Grant Term		2 Years
Total Request for Grant Term		\$14,400

Click the 'Save' button to automatically calculate totals.

6H. HMIS Budget

Instructions:

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS activity. The system populates a list of eligible costs associated with the implementation of an HMIS and for which CoC funds can be requested.

Quantity Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (eg. .75 FTE hours and benefits for staff, utility types, monthly allowance for food and supplies) for each HMIS cost for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and restricts understanding of what is being requested. Failure to enter adequate "Quantity AND Detail" may result in conditions being placed on the award and a delay of grant funding.

Annual Assistance Requested: This is a required field. For each grant year, enter the amount funds requested for each activity.

Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

Grant term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment		
2. Software	1 HMIS License for Housing Navigator	\$300
3. Services		
4. Personnel		
5. Space & Operations		
Total Annual Assistance Requested:		\$300
Grant Term:		2 Years
Total Request for Grant Term:		\$600

Click the 'Save' button to automatically calculate totals.

VAWA Budget

VAWA Budget

In FY2024, the Violence Against Women Act (VAWA) has clarified the use of CoC Program funds for VAWA eligible cost categories. These VAWA cost categories can be added to a new project application to create a CoC VAWA Budget Line Item (BLI) in e-snaps and eLOCCS. The BLI will be added to grant agreements and utilized the same as other CoC Program BLIs in e-snaps and eLOCCS. Eligible CoC VAWA costs can be identified in one or both of the following CoC VAWA categories. Examples of eligible costs in these cost categories are identified as follows:

- A. VAWA Emergency Transfer Facilitation. Examples of eligible costs include the costs of assessing, coordinating, approving, denying, and implementing a survivor’s emergency transfer(s). Additional details of eligible costs include:
- Moving Costs. Assistance with reasonable moving costs to move survivors for an emergency transfer(s).
 - Travel Costs. Assistance with reasonable travel costs for survivors and their families to travel for an emergency transfer(s). This may include travel costs to locations outside of your CoC’s geography.
 - Security Deposits. Grant funds can be used to pay for security deposits of the safe unit the survivor is transferring to via an emergency transfer(s).
 - Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.
 - Housing Fees. Grant funds can be used to pay fees associated with getting survivors into a safe unit via emergency transfer(s), including but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
 - Case Management. Grant funds can be used to pay staff time necessary to assess, coordinate, and implement emergency transfer(s).
 - Housing Navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfer(s).
 - Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone, and internet service when necessary to support security systems for the unit, etc.
- B. VAWA Confidentiality Requirements. Examples of eligible costs for ensuring compliance with VAWA confidentiality requirements include:
- Monitoring and evaluating compliance.
 - Developing and implementing strategies for corrective actions and remedies to ensure compliance.
 - Program evaluation of confidentiality policies, practices, and procedures.
 - Training on compliance with VAWA confidentiality requirements.
 - Reporting to CoC Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements.
 - Costs for establishing methodology to protect survivor information.
 - Staff time associated with maintaining adherence to VAWA confidentiality requirements.

Enter the estimated amount(s) you are requesting for this project’s Emergency Transfer Facilitation costs and VAWA Confidentiality Requirements costs for one or both of these eligible CoC VAWA cost categories. The CoC VAWA BLI Total amount can be expended for any eligible CoC VAWA cost identified above.

Eligible Costs	Annual Assistance Requested
Estimated budget amount for VAWA Emergency Transfer Facilitation:	\$250
Estimated budget amount for VAWA Confidentiality Requirements:	\$250

CoC VAWA BLI Total:	\$500
Grant Term	2 Years
Total Request for Grant Term	\$1,000

Click the 'Save' button to automatically calculate totals.

6I. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the icon. To view or update a Match source already listed, select the icon.

Summary for Match

Total Amount of Cash Commitments:	\$80,820
Total Amount of In-Kind Commitments:	\$0
Total Amount of All Commitments:	\$80,820

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? No

Type	Source	Name of Source	Amount of Commitments
Cash	Government	other RRH funding...	\$80,820

Sources of Match Detail

1. **Type of Match commitment:** Cash
2. **Source:** Government
3. **Name of Source:** other RRH funding (local, state, and federal)
(Be as specific as possible and include the office or grant program as applicable)
4. **Amount of Written Commitment:** \$80,820

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs (Light gray fields are available for entry of the previous grant agreement, GIW, approved GIW Change Form, or reduced by reallocation)	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Applicant CoC Program Costs Requested
1a. Acquisition (Screen 6B)			\$0
1b. Rehabilitation (Screen 6B)			\$0
1c. New Construction (Screen 6B)			\$0
2a. Leased Units (Screen 6C)	\$37,200	2 Years	\$74,400
2b. Leased Structures (Screen 6D)	\$0	2 Years	\$0
3. Rental Assistance (Screen 6E)	\$68,640	2 Years	\$137,280
4. Supportive Services (Screen 6F)	\$85,000	2 Years	\$170,000
5. Operating (Screen 6G)	\$7,200	2 Years	\$14,400
6. HMIS (Screen 6H)	\$300	2 Years	\$600
7. VAWA	\$500	2 Years	\$1,000
8. Rural (Only for HUD CoC Program approved rural areas)	\$0	2 Years	\$0
9. Sub-total of CoC Program Costs Requested			\$397,680
10. Admin (Up to 10% of Sub-total in #9)			\$0
11. HUD funded Sub-total + Admin. Requested			\$397,680
12. Cash Match (From Screen 6I)			\$80,820
13. In-Kind Match (From Screen 6I)			\$0
14. Total Match (From Screen 6I)			\$80,820
15. Total Project Budget for this grant, including Match			\$478,500

Click the 'Save' button to automatically calculate totals.

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment(s)	No		
3) Other Attachment(s)	No		

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

7D. Certification

**Applicant and Recipient Assurances and Certifications - form HUD-424B (Title)
U.S. Department of Housing and Urban Development OMB Approval No.
2501-0017
(expires 01/31/2026)**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual must provide the following assurances and certifications. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39. By submitting this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

Name of Authorized Certifying Official: Gwynn Virostek

Date: 09/25/2024

Title: CEO/President

Applicant Organization: Capital City Youth Services, Inc.

PHA Number (For PHA Applicants Only):

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties.(18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).**

X

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	09/23/2024
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/24/2024
1E. SF-424 Compliance	09/24/2024
1F. SF-424 Declaration	09/13/2024
1G. HUD 2880	09/25/2024
1H. HUD 50070	09/13/2024
1I. Cert. Lobbying	09/13/2024
1J. SF-LLL	09/13/2024
IK. SF-424B	09/13/2024
1L. SF-424D	09/13/2024
2A. Subrecipients	No Input Required
2B. Experience	09/25/2024
3A. Project Detail	09/24/2024
3B. Description	09/25/2024
3C. Expansion	09/24/2024
4A. Services	09/25/2024
4B. Housing Type	09/25/2024
5A. Households	09/25/2024
5B. Subpopulations	No Input Required
6A. Funding Request	09/24/2024
6C. Leased Units	09/25/2024
6E. Rental Assistance	09/24/2024
6F. Supp Svcs Budget	09/25/2024
6G. Operating	09/25/2024

6H. HMIS Budget	09/25/2024
VAWA Budget	No Input Required
6I. Match	09/24/2024
6J. Summary Budget	No Input Required
7A. Attachment(s)	No Input Required
7D. Certification	09/25/2024